

ASSISTANT DIRECTOR OF FINANCE

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs intermediate professional and administrative work assisting with planning, organizing and directing the financial activities of the County; does related work as required. Work is performed under general supervision. Supervision exercised over assigned departmental personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Overseeing activities involving general ledger, financial reporting, payroll, accounts receivable and accounts payable; providing financial assistance to user departments; preparing and maintaining files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; processes employee concerns/problems; counsels, disciplines and completes employee performance appraisals; coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of work and inspects completed work; assists with complex situations; provides technical expertise.
- Oversees operations/activities involving general ledger, financial reporting, payroll, accounts receivable and accounts payable; assists in development of division/departments budgets; monitors budget compliance.
- Interprets and applies various accounting guidelines/statements for proper accounting/financial reporting; interprets IRS codes and section for completion of quarterly/annual forms.
- Provides financial/technical expertise to personnel and related agencies; responds to questions or complaints from citizens, the media, or County/school personnel; provides information, researches problems and initiates problem resolution.
- Attends meetings; serves on committees; makes speeches/presentations; serves as fiscal agent for various boards/agencies.
- Oversees preparation of Comprehensive Annual Financial Report, including financial statements, exhibits, schedules and review of footnotes, transmittal letter and statistical tables.
- Oversees preparation and analysis of accounting reports and financial records; reviews financial reports prior to printing for general distribution; reviews financial statements of enterprise companies prior to distribution; ensures submission of required reports and forms to appropriate federal/state agencies within required timeframes.
- Coordinates internal/external audits; provides independent auditors with various schedules, financial reports, and documentation; responds to questions from auditors and assists with resolution of audit-related issues.
- Performs debt management functions to direct debt restructuring, new debt issuance, long term debt needs, leasing versus debt analyses, and other debt-related activities.
- Reviews/authorizes journal entries and budget action forms prior to posting to general ledger.
- Performs a variety of general accounting/bookkeeping functions, such as preparing journal entries, calculating data, keying data, balancing accounts and general ledger, reconciling spreadsheets/reports and bank statements, researching financial discrepancies, correcting data errors, maintaining financial records, generating reports, or submitting mandatory reports.
- Performs the duties of Director of Finance in absence of same; acts for the director in resolving department matters; represents the director on boards/committees.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, methods and practices of accounting; thorough knowledge of the laws and regulations governing County financial matters; thorough knowledge of modern office methods, practices and equipment; ability to prepare and maintain complex financial reports and records; ability to analyze and evaluate complex financial systems; ability to express technical ideas effectively, both orally and in writing; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting or related field and extensive governmental finance experience. CPA preferred.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.